

22 SEP 1982

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (15-21 September 1982)

Classification Review Division

The Division completed the systematic review of 29 documents of OSS material relating to 33,221 index cards, six DOD documents of six pages, two manuscripts (28 pages) for PRB, and seven documents involving FOIA (94 pages) for IPD.

Three OIS representatives attended the NARS Declassification Review Training Seminar which brings together employees of all the Presidential libraries for an annual gathering. During the seminar, C/IPD and C/CRD jointly briefed the gathering on general concepts in an intelligence agency's approach to protecting its presence abroad, cover, field intelligence reporting, names, and logistical and other support activities; discussed how E.O. 12356 has affected the Agency's systematic classification review program; and presented the status of the Agency's FOIA, PA, and mandatory review programs. Speakers from other agencies put considerable emphasis on their organizations' efforts to declassify information and make it available to the public.

Records Management Division

Representatives of the Division toured the Nuclear Regulatory Commission (NRC) document retrieval system production facility. The Planning Research Corporation (PRC), which manages the program, provided a thorough briefing on its functions and capabilities.

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Installation of new rails for five sections of the Lundy movable shelving at the Records Center has begun. The work is expected to be completed by 15 October 1982.

Members of the Information Technology Branch and the Information and Privacy Division met to evaluate progress towards providing Information Requirements Officers (IROs) from the various directorates a means for access to IPS-LOG. One major difficulty has been in deciding how to limit the IROs' ability to modify data in the system. A solution to this now appears possible.

Members of the Division, including The Records Information System (TRIS) team, attended a half-day presentation sponsored by IBM at its Federal Systems Division in Gaithersburg, Maryland. The presentation was divided into two segments covering computer room security and information systems management. The portion on information systems management is applicable in the design of TRIS.

A review of all official Agency forms to determine if they meet the standards of the new classification guide has been completed. Fifty-two forms were identified as requiring either wording changes or the addition of classification markings. This may present logistical problems by increasing printing and secure storage requirements.

#### Regulations Control Division

Major actions were taken on 47 regulatory issuances. The current workload consists of 123 regulatory issuances made up primarily of headquarters and field regulations, handbooks, and notices.

#### Information and Privacy Division

A separate report is attached.



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Attachment:  
As stated

EXO/OIS:  (22 Sep 82)

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